

**EASTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY**

**OFFICE ASSISTANT
REGISTRAR'S OFFICE**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: On the current active Office Assistant examination list, or permanent state employees who currently holds the title of Office Assistant.
Location: Registrar's Office, ECSU, Willimantic, CT
Job Posting No: 57173
Hours: 8:00am to 5:00pm
Salary: \$38,552 - \$50,582
Closing Date: September 6, 2013

Eligibility Requirement: Candidates on the current active Office Assistant exam list or permanent state employees who have permanent status in the title of Office Assistant. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.**

Description: Under the supervision of the Unit Supervisor, the Office Assistant is responsible for processing of student records including class registration and related activities; the adding and updating of student data; the processing of student withdrawals from the University; updating student academic records with approved transfer course credits; responding to in-person and telephone inquiries for information and assistance; processing enrollment verification requests; preparing correspondence; filing; and other duties that relate to the support services of the office

Example of Duties:

1) Typing: Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals. **2) Filing:** Sets up and maintains office procedures, filing and indexing systems and forms for own use. **3) Correspondence:** Composes routine correspondence. **4) Report Writing:** Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format). **5) Interpersonal:** Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions. **6) Processing:** Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks, and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

Knowledge, Skills and Abilities:

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communications skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

General Experience: Two (2) years' general clerical work experience.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Application Instructions: Interested and qualified candidates who meet the above requirements should complete an Eastern Application as well as send a cover letter, a resume, along with three letters of reference to La Shawn McBride, Office of Human Resources, Gelsi & Young Hall, 83 Windham Street, Willimantic, CT 06226. To access the application click the following link: <http://www.easternct.edu/humanresources/Emapp.pdf>

***PLEASE BE ADVISED THAT CANDIDATES WITH SEBAC/REEMPLOYMENT RIGHTS WILL HAVE PREFERENCE IN THIS PROCESS.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.